



# KEERTHANA RAJEEV

## About Me

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.



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## EXPERTISE

- Management Skills
- Creativity
- Presentation skill
- Critical Thinking
- Leadership
- Problem Solving Skill

## SKILLS SUMMARY

HTML, CSS, Javascript, Bootstrap  
Angular, React, Express, Node

## EXPERIENCE

### Client Coordinator

#### Baabte System Technologies

Nov 2019 - Nov 2020

- Responded client inquiries via email, whatsapp and telephone .
- Converted leads to sales
- Cold call calling
- Worked in sales and marketing head and performed the duties Head assigned.
- Create and maintained monthly sales and marketing reports
- Assist with other duties such as data entry, clerical duties
- Managed company Social Media Accounts( FB, LinkedIn, Instagram, Twitter, GMB ) and posted contents regularly.
- Create and post Articles Across multiple platforms.

## EDUCATION

### Calicut University

Msc ComputerScience -2019

### Calicut University

Bsc ComputerScience - 2017

### Higher Secondary

computer Science - 2015

## LANGUAGE

- Malayalam
- English